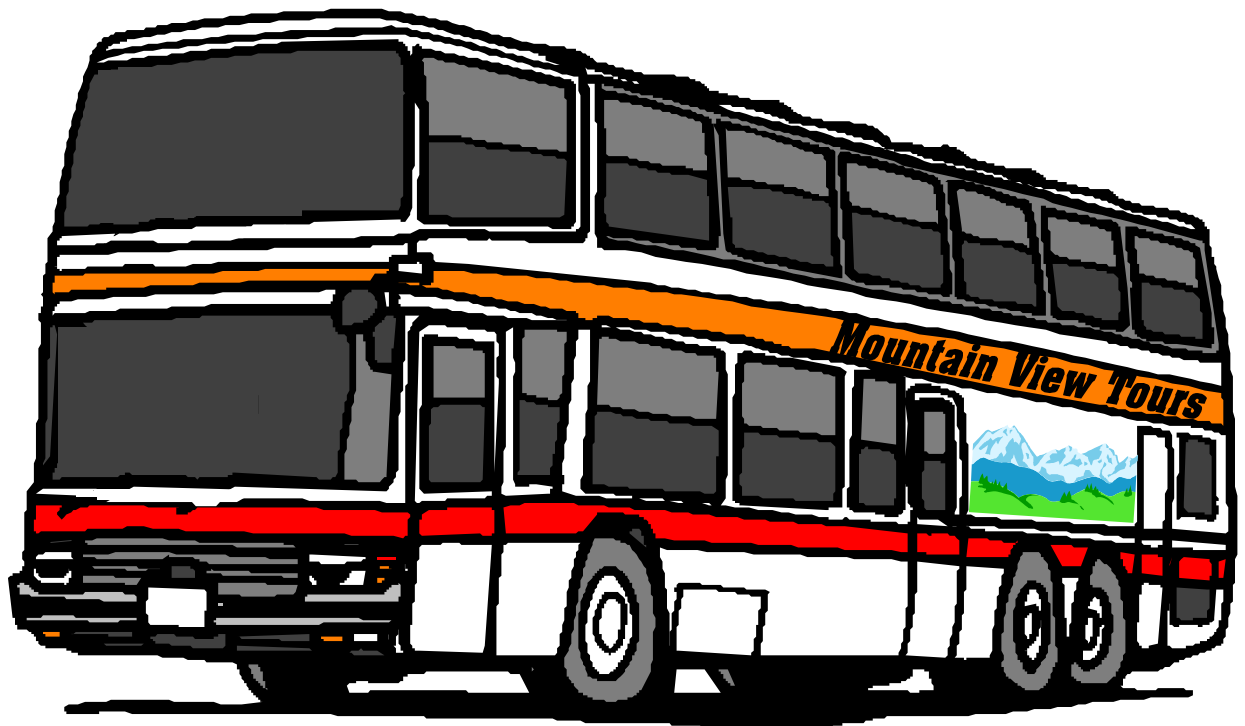


VIRGINIA  
FOR-HIRE OPERATING AUTHORITY

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SAMPLE TARIFF AND TIME  
SCHEDULE FOR  
SIGHT-SEEING CARRIERS



These samples were developed using existing tariffs and time schedules that comply with the requirements of Virginia's laws. They are intended to help you develop your own tariffs and time schedules that meet those requirements.

The samples are not intended for you to use exactly as written. Some information in the samples may not apply to the service that you will provide. It is your responsibility to review the information and samples and to develop a tariff and time schedule that are specific to **your** operations.

Generally, tariffs for passenger carrier operations must show all rates and charges for the transportation that you provide. Additionally, YOUR TARIFF must include all rules and regulations that you will require your customers to follow as related to your transportation services.

Time Schedules will generally list, depending on the type of operation, the arrival and/or departure times and locations.

**Sample Tariff and Time Schedule**

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**GENERAL INFORMATION**

- You or your agent may publish a joint tariff with another carrier(s) if a power of attorney or notice of concurrence is filed with DMV. You must send written notification, atleast 60 days in advance, before you can revoke the power of attorney or notice of concurrence.
- If a tariff bureau prepares your tariff for you, a power of attorney must be filed with DMV.
- Before you can change your rates, you must:
  - make the changes available for public inspection, and
  - notify DMV at least 30 days before you wish to make the change, and
  - receive written approval from DMV.

**REQUIREMENTS**

Cover Sheet

Your tariff must have a cover sheet that contains **all** of the following items:

- the title: **SIGHT-SEEING TARIFF**,
- the name of your company,
- a tariff number,
  - The tariff number must be formatted like this: **Tariff Number: SS-(number)**
  - The number of your original tariff must be **1**. (This number changes only when you file a replacement tariff.)
  - If filing a replacement tariff, include the following statement below the new tariff number:  
**Replaces Tariff Number: SS-(number),**
- the effective date of the tariff,
  - If you are filing an original tariff, leave the date blank. (DMV will determine that date.)
  - If you are filing replacement tariff, the effective date can not be less than 30 days from the date the tariff is approved by DMV.
- the following information if a **representative of your company** prepared the tariff:
  - the name of the company representative who prepared the tariff,
  - the name of your company,
  - the street address of your company (including city, state, and zip code).

## **REQUIREMENTS (continued)**

- the following information if a **tariff bureau** prepared the tariff:
  - the name of the person who prepared the tariff,
  - the name of the tariff bureau,
  - the street address of the tariff bureau (including city, state, and zip code).

### Tour Routes

Your tariff must contain a list of each of your tours by name and must provide the following information on each tour:

- the point of origin (street address, intersection, etc. and the Virginia city/county where the passengers will board the tour vehicle), and
- the routes that will be followed, and
- the points of interest.

### Rates and Charges

Your tariff must contain a list of your rates and charges for transportation of your passengers and for all services in connection with the transportation of your passengers and must contain all of the following:

- a list of each tour, by name, and amount you will charge per passenger for each tour,  
**Important --** The rates/charges must be shown in United States dollars and cents.
- your refund policy,
- your cancellation policy,
- any additional information that covers payment of your charges and all other rules, regulations, or policies you have that relate to your rates and charges.

### Rules and Regulations

Your tariff must list all of the rules and regulations that you will require your customers to follow.

**Important --** Under Virginia law you must provide your services to the general public without discrimination and you can not refuse service without good cause. Your rules and regulations cannot disagree with these requirements or any other state or federal laws, rules or regulations.

**This is the information that must be in a tariff for a Sight-Seeing Carrier. You may add other information that you want to include in the tariff.**

## IMPORTANT

The following sample tariff is not intended for you to use exactly as written. Some information in the sample may not apply to the service that you will provide. How you format your tariff is up to you. **However, your tariff must contain all of the required information.**

Tariff Number: SS - 3  
Replaces Tariff Number: SS - 2

## **SIGHT-SEEING TARIFF**

**FOR:**

**MOUNTAIN VIEW TOURS**

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Effective: July 17, 2002<sup>1</sup>

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Issued by: John R. Jones  
Any Tariff Bureau  
1234 Main Street  
Somewhere, Virginia 23456-0000

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<sup>1</sup> If filing an original tariff, leave the effective date blank. If filing a replacement tariff, the effective date may not be less than 30 days after DMV receives the replacement tariff.

Tariff Number: SS - 3  
Replaces Tariff Number: SS - 2

Effective July 17, 2002

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## SECTION 1

### TOUR ROUTES

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**HISTORIC HOMES:** From the Department of Motor Vehicles parking lot via Broad Street to homes in the Windsor Farms area; then, east via Monument Avenue, seeing various historic homes en route to Church Hill; then, west along Broad Street to Department of Motor Vehicles parking lot.

**HISTORIC CITY TOUR:** From the Department of Motor Vehicles parking lot via Broad Street to homes in the Windsor Farms area; then, east via Cary Street to Byrd Park; then, south via Boulevard to Monument Avenue; then, east via Monument Avenue, south via Belvidere, east via Canal Street to Tredegar Iron Works and Brown's Island; then, east via Canal Street to Shockoe Bottom; then, north via 27<sup>th</sup> Street to Church Hill; then, east via Broad Street to Department of Motor Vehicles parking lot.

**CIVIL WAR BATTLEFIELDS:** From the Department of Motor Vehicles parking lot east via Broad Street; then, east via Route 5 to Battlefield Park; then, north via Rt. 156 to various battlefields; then, west via I-64 and Leigh Street to Department of Motor Vehicles parking lot.

**COLONIAL WILLIAMSBURG:** From the Department of Motor Vehicles parking lot east via Leigh Street to I-64; then, south via Rt. 199 to the Colonial Williamsburg Information Center in the City of Williamsburg. Then, west via Rt. 199 to Colonial Parkway; then, west via I-64 and Leigh Street to Department of Motor Vehicles parking lot.

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## SECTION 2

### RATES AND CHARGES

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- A. Rates and charges listed in this tariff apply to individual tours on a per person basis. Child rates apply to person twelve (12) years old or younger. Senior rates apply to adults fifty-five (55) years old or older.
- B. A full refund will be provided for cancellations that are at least five (5) days prior to the tour date. No refunds are provided for cancellations less than five (5) days prior to the tour date.

Tariff Number: SS - 3  
Replaces Tariff Number: SS - 2

Effective July 17, 2002

**SECTION 2 - RATES AND CHARGES (continued)**

- C. If there are less than ten (10) passengers for any tour, the carrier has the option to cancel the tour and refund the passengers the full fare paid.

**TABLE OF RATES**

	ADULTS	CHILD	SENIOR
Historic Homes Tour	\$10.00	\$5.00	\$7.00
Historic City Tour	\$20.00	\$10.00	\$15.00
Civil War Battlefields Tour	\$35.00	\$15.00	\$25.00
Colonial Williamsburg Tour	\$70.00	\$35.00	\$55.00

**PAYMENT OF CHARGES**

All fares must be paid in advance. Payments must be in cash, VISA or MasterCard. No personal checks are accepted.



Tariff Number: SS - 3  
Replaces Tariff Number: SS - 2

Effective July 17, 2002

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**SECTION 3**  
**RULES AND REGULATIONS**

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- A. No animals or pets are allowed on the vehicle.
- B. Vehicles are inspected by the carrier prior to each trip. Any damage to the vehicles will be repaired at the expense of the passenger or passengers responsible.
- C. The carrier reserves the right to refuse to transport a person under the influence of intoxicating liquor or drugs, incapable of taking care of him/herself (see exception), whose conduct is such, or likely to become such, as to make him/herself objectionable to other passengers, improperly attired.

EXCEPTION: Persons who are impaired physically or mentally, and accompanied by an attendant, nurse or responsible supervision.

- D. The carrier will make every attempt to maintain its posted schedule, but it is not guaranteed.

## GENERAL INFORMATION

- Before you can change your time schedule, you must:
  - notify DMV that you wish to make the change, and
  - receive written approval from DMV.

## REQUIREMENTS

Your time schedule must have a cover sheet that contains **all** of the following items:

- the title: **SIGHT-SEEING CARRIER TIME SCHEDULE**,
- the name of your company,
- a schedule number,
  - The tariff number must be formatted like this:  
**Time Schedule Number: SS-(number)**
  - The number of your original schedule must be **1**. (This number changes only if you file a replacement schedule.)
  - If filing a replacement schedule, include the following statement below the schedule number:  
**Replaces Time Schedule Number: SS-(number)**
- the effective date of the time schedule,
  - If you are filing an original schedule, leave the date blank. (DMV will determine that date.)
  - If you are filing a replacement schedule, the effective date can not be less than 10 days from the date the schedule is received by DMV.
- the following information if a **representative of your company** prepared the schedule:
  - the name of the company representative who prepared the schedule,
  - the name of your company,
  - the street address of your company (including city, state, and zip code).
- the following information if a **tariff bureau** prepared the schedule:
  - the name of person who prepared the schedule,
  - the name of the tariff bureau,
  - the street address of the tariff bureau (including city, state, and zip code).

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## **REQUIREMENTS (continued)**

Your time schedule must list all of the following:

- the days of the week that you will be conducting tours, and
- any holidays and/or occasions when you will not conduct tours, and
- the point of origin (street address, intersection, etc. and the Virginia city/county where the passengers will board the tour vehicle) for each tour, and
- the name of each tour and its:
  - departure point, and
  - time of first departure of the day, and
  - frequency of departure during the day and
  - time of the last departure of the day, and
  - arrival point, and
  - time of first arrival of the day, and
  - frequency of arrivals during the day and
  - time of the last arrival of the day.

## **IMPORTANT**

The following sample time schedule is not intended for you to use exactly as written. Some information in the sample may not apply to the service that you will provide. How you format your schedule is up to you. **However, your time schedule must contain all of the required information.**

Time Schedule Number: SS 1

**SIGHT-SEEING**  
**TIME SCHEDULE**

**FOR:**  
**MOUNTAIN VIEW TOURS**

EFFECTIVE: <sup>1</sup>

ISSUED BY:  
June Dunnigan  
Mountain View Tours  
1234 Elm Road  
Anycity, Virginia 23232-0000

<sup>1</sup> If filing an original schedule, leave the effective date blank. If filing a replacement schedule, the effective date may not be less than 10 days after DMV receives the replacement schedule.

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PROPOSED TIME SCHEDULE

Service will be provided Thursday through Sunday. No service will be provided on Christmas Day.

All trips will originate from the Department of Motor Vehicles parking lot located at 2300 West Broad Street in Richmond.

**HISTORIC HOMES TOUR**

Departure at Department of Motor Vehicles 9:30 A.M. Every 30 minutes until 4:30 P.M.

Arrival at Department of Motor Vehicles 10:00 A.M. Every 30 minutes until 5:00 P.M.

**HISTORIC CITY TOURS**

Departure at Department of Motor Vehicles 9:00 A.M. Every hour until 4:00 P.M.

Arrival at Department of Motor Vehicles 10:00 A.M. Every hour until 5:00 P.M.

**CIVIL WAR BATTLEFIELDS TOUR**

Departure at Department of Motor Vehicles 10:00 A.M. 2:00 P.M.

Arrival at Department of Motor Vehicles 12:00 P.M. 4:00 P.M.

**COLONIAL WILLIAMSBURG TOUR**

Departure at Department of Motor Vehicles 8:00 A.M.

Arrival at Department of Motor Vehicles 3:00 P.M.



Virginia Department of Motor Vehicles  
Motor Carrier Services  
P.O. Box 27412  
Richmond, Virginia 23269-0001

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